

# *CATERER'S INFORMATION*

Approximately two months prior to an event all clients must schedule a final walk through of the facility with the Civic Center Superintendent. All caterers are required to attend the final walk through appointment with the client. Even though a caterer may be familiar with our facility, attendance is required because we believe that every event is unique and rules change periodically.

Final walk through appointments may be scheduled Monday through Friday from 9am to 2:30pm, with extended hours on Wednesday up until 6pm, based on availability.

The kitchen in the Glenview Mansion has the following commercial equipment that allows for heating and warming, as well as cold storage. There is absolutely **NO COOKING** in this facility.

Hobart: 2-cabinet refrigerator  
Traulsen: Upright Freezer  
Hobart: 4-door warming cabinet with humidifier controls  
Hobart: Standard range with 6-hotplate burners (oven rack is 22"x25")  
Hobart: 1 and 3 compartment sinks with food disposals and spray nozzles  
Hobart: Commercial Microwave Oven  
Fetco: Commercial Coffee Maker (brews two 75-cup urns)

Glenview Mansion has the following tables available to use for food displays:

Note: Glenview Mansion is not a seated facility; these tables are not used to seat guests.

8 – (6'x30")	buffet/bar tables with 30" drop
6 – (6'x18")	buffet/bar tables with 30" drop
6 – (48")	buffet round tables with 30" drop
6 – (60")	buffet round tables with 30" drop
6	Crescent buffet tables with 30" drop
2 – (60")	Half-round buffet tables with 30" drop

The following tables located in various areas of the Glenview Mansion are also available for use by the user group and must be covered during the event.

1 – Oval Table located in the living room (66"x48" closed; 114"x48" extended)  
1 – Drop Leaf table located in the living room (2'2"x3'11" down; 6'2"x3'11" extended)  
4 – Round tables in the Arcade area (3' in diameter)

80 Stackable fabric chairs are available for additional supplemental seating. The chairs are stored in the Conservatory closet and must be returned to the Conservatory closet at the end of the event.

The caterer is responsible for providing:

- ▽ The proper permits and licenses to cater
- ▽ All tablecloths, ice, utensils, foils, wraps, and containers
- ▽ Removal of all trash to the dumpster in the rear of the Mansion
- ▽ Set up of the porch and terrace tables and chairs (if applicable to the event)
- ▽ Tear down of the porch and terrace tables and chairs (if applicable to the event)

Please note: The Mansion does not have secured storage space. All equipment must be delivered and removed within the contracted hours. The City of Rockville is not responsible for any items left behind.

We are proud of our facility and want to give the best services to the guests of Glenview Mansion. Any caterer is permitted to use the facility; however, poor or improper use of the kitchen or equipment may jeopardize future use. If you have any questions, please contact the office at 240-314-8660.

## *Caterers Rules for the Use of Glenview Mansion*

Please pay close attention to the following:

- ▽ All auxiliary services, including caterers, must adhere to the contracted hours. There is no early in or late out time permitted; charges to the caterer and/or client will incur.
- ▽ A catering supervisor must be present throughout the duration of the event.
- ▽ Please retain enough manpower to clean up properly during the last hour of contracted time.
- ▽ Cooking, frying, or preparing food in any way that extends beyond heating and warming is not permitted. However, pasta may be boiled fresh on the top or the stove.
- ▽ Open flame food containers or equipment that promotes "cook-to-order" or "cook-your-own" types of arrangements are not permitted. Chafing dishes are acceptable. Weather permitting, the outside terrace adjacent to the dining room can have a station for barbecue. If in doubt whether your catering plans are acceptable contact the Civic Center Superintendent.
- ▽ All food must be served from the dining room unless prior approval is obtained from the Civic Center superintendent. Passing hors d'oeuvres is acceptable. Also, small cold stations are permitted in certain areas of the Mansion; check with the Civic Center superintendent for specific information.
- ▽ Beverage / bar stations are permitted inside in front of the fountain in the Arcade area only. Weather permitting, a beverage / bar table can also be placed on the porch just outside the living room. Beverage / bar stations are not permitted anywhere else inside of the Mansion.
- ▽ The furniture in the Mansion may NOT be re-arranged. **NO** additional tables or chairs may be brought into the Mansion. The Mansion is functional for **STAND UP BUFFET STYLE DINING ONLY**.
- ▽ Caterer's equipment must be delivered and removed **within the contracted hours only**. There is no secure storage space inside the Mansion; the City of Rockville is not responsible for items left behind.
- ▽ The caterer is responsible to clean the kitchen area after use. Attention should be given to appliances, sinks, floors, table tops, counter tops, and food disposals.
- ▽ All trash must be removed to the dumpster in the rear of the Mansion. Recycle bins are available.
- ▽ NO RED DYED beverages are permitted in the Mansion or on the surrounding grounds. NO RED WINE, NO CRANBERRY JUICE, NO GRAPE JUICE, etc.
- ▽ Smoking is not permitted in the Mansion. There are smoking urns on the outside porches.
- ▽ Charges may apply to any caterer who does not abide by the rules and regulations of the Glenview Mansion. All caterers are welcome, however, poor use of the kitchen, equipment, or facility may jeopardize future use.
- ▽ Please note: Typically, on Saturdays, there are two, back-to-back, events scheduled; one event from 10am-5pm and the other event 6pm-1am. Between 5pm-6pm our staff is cleaning, setting up, and preparing for the evening event. Therefore, the Mansion is not prepared for the caterer or any other auxiliary service to enter the building until the time indicated on the contract. Please be considerate towards our staff, as they are instructed by the Civic Center superintendent not to allow anyone in earlier than the contract states.
- ▽ The caterer will be required to sign an exception form for any occurrence that is not expected by the social host or hostess. An exception sheet will also be requested for any aspect that is not listed on the final walk through set up sheet, which is signed at the time of the final walk through prior to the event. By signing the exception form charges may incur.